

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, MARCH 14, 2018**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, March 14, 2018. Committee Chairman Wagner called the meeting to order at 1:10 p.m. Commissioner LaMantia and Commissioner Donnelly were nominated by Committee Chairman Wagner to participate in the Capital Development Committee Meeting to establish a quorum for this meeting. Commissioners LaMantia and Donnelly agreed and a quorum was present for this Committee Meeting.

Commissioners Present: Donnelly, LaMantia, Sharp, Wagner.

Absent: Chavez, Ledonne, Posch.

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner

Press: None

CAPITAL DEVELOPMENT
NEW BUSINESS

Proposed Resolution 2018-2157; Award of Contract to The YMI Group for the Replacement of Roof Top Air Handling Units at Several Locations.

Approves a project to replace ten (10) air handling units at several locations to include the Government Center, South Hightail Hangar Office, Prairie Landing Clubhouse and Hangar E18 Lounge. Total authorized construction not-to-exceed \$94,490, which includes a 10% contingency.

Dan Barna advised three projects of this nature appear in the 2018 Capital Program budget and have now been combined for replacement of ten (10) roof top air handling units at the end of their service life. These units are located at various locations on the airfield. Mr. Barna stated four (4) bids were received and The YMI Group is recommended for award of this master agreement. Discussion followed.

A **MOTION** was made by Commissioner Sharp for Proposed Resolution 2018-2157; Award of Contract to The YMI Group for the Replacement of Roof Top Air Handling Units at Several Locations. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2018-2158; Award of Contract to BBF Erectors, Inc. for the Replacement of Three (3) Electric Gate Operators.

Approves a project to replace three (3) Hy-Security Electric Gate Operators. Total authorized construction not-to-exceed \$52,509.60, which includes a 10% owner's contingency.

Mr. Barna explained three (3) electrical gate operators are in need of replacement and he reviewed the scope of work for this project and gate locations. He stated two bids were received and BBF Erectors is recommended for award of this contract at a cost of \$4,600 under the amount budgeted for the project. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2158; Award of Contract to BBF Erectors, Inc. for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2018-2159; Authorizing the Execution of a Consulting Services Agreement with SmithGroup JJR, Inc. for Design Plan Review Services Related to the DuPage Business Center.

Approves a Consulting Services Agreement with SmithGroup JJR, Inc. to provide Design Plan Review Services for developments within the DuPage Business Center for an amount not-to exceed \$9,500 per project.

Executive Director Bird advised that SmithGroup JJR has provided design plan review services for property development in the DuPage Business Center since 2015. Due to anticipation of --- development of several parcels in Business Center; SmithGroup JJR will provide considerably more consulting services than in previous years. A new Consulting Services Agreement has been negotiated with SmithGroup JJR and staff recommends approval. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2159; Authorizing the Execution of a Consulting Services Agreement with SmithGroup JJR, Inc. for Design Plan Review Services Related to the DuPage Business Center. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2018-2160; Resolution Approving the Development Plan for 805 Discovery Drive.

Approves a Development Plan for a 782,300 square-foot building at 805 Discovery Drive in the DuPage Business Center, subject to approval of the City of West Chicago. Approves certain deviations from the Minimum Design Standards and variations from Section 10.5 of the West Chicago Zoning Ordinance.

This Proposed Resolution was pulled from the Capital Development Committee Agenda and will not be addressed at the Board Meeting; no action was taken.

Proposed Resolution 2018-2161; Authorizing the Execution of an Addendum to the Exclusive Listing Agreement between DuPage Airport Authority and NAI Hiffman.

Authorizes the payment of up to \$34,595.00 for the provision of marketing services to the DuPage Business Center for 2018.

Executive Director Bird advised that previously the Board approved an Exclusive Listing Agreement with NAI Hiffman to market property at the DuPage Business Center. The Airport Authority has agreed to pay NAI Hiffman for marketing services more fully included in the addendum. He continued to explain the scope of marketing services covered in this addendum to the agreement and the costs associated. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2018-2161; Authorizing the Execution of an Addendum to the Exclusive Listing Agreement between DuPage Airport Authority and NAI Hiffman. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0-1 Abstain). Commissioner Wagner abstained from voting due his personal relationship with a staff member of NAI Hiffman.

RECESS TO EXECUTIVE SESSION

There was no Executive Session.

OTHER BUSINESS

None

Commissioner Donnelly made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Sharp and was passed by unanimous voice vote. The committee meeting was adjourned at 1:17 p.m.



Daniel J. Wagner, Chairman

Capital Development, Leasing and Customer Fees Committee